**NSS Guide to Acceptable Documentation for Identity, Right to Work and PVG/Disclosure Checks – NSS/PHS**

This guide has been designed to help recruiting managers and prospective employees identify which documents can be used to satisfy pre-employment checks. **Appendix A** -’The Employment Checks Cross Reference Tool’ highlights which documents can be used for which checks. To satisfy the checks, prospective employees will need the following combination of documents:

All employers are required to verify the identity of a prospective employee prior to appointment. Prospective employees **must provide original documents (plus a photocopy)** in either of these two **combinations:**

* Two forms of photographic personal identification and one document confirming their address (such as utility bill); **or**
* One form of photographic personal identification and two documents confirming their address.

**(Please refer to Appendix A)**

Under the Immigration, Asylum and Nationality Act 2006 all employers are required to check the entitlement to work in the UK of all prospective employees, **before** they start employment. This check is carried out at interview stage and therefore all candidates invited to interview are asked to bring documentary evidence (originals plus a photocopy) of their right to work in the UK .

Only original documents or combinations **(see combinations above)** of original documents in List A or List B can be accepted as proof that someone is allowed to work in the UK. **(Please refer to Appendix A for List A & B)**

Where a prospective employee applies for a post that requires PVG/Disclosure - the person in HR countersigning the application form must satisfy themselves as to the identity of the applicant.

**A minimum of three forms of identity must be checked**; If possible, one of them should be photographic. These should confirm the name, the date of birth and the current home address of the applicant. **(Please refer to Appendix A)**

**Photocopying Documents**

If a **passport** is produced as one of the acceptable documents, the photocopy document must include:-

Any pages providing the holder’s personal details; nationality; photograph; date of birth; signature; date of expiry and biometric details; andany pages containing UK Government endorsements’ showing the holder is allowed to work in the UK and carry out the work in question.

**All other documents** should be copied in full, including both sides of a Biometric Residence Permit.

Please note: With effect from 5th April 2022, if you hold a Current UK Biometric residence permit [BRP] card you will need to provide your Sharecode for verification prior to any unconditional offer of employment being issued.

**Appendix A**

**EMPLOYMENT CHECKS CROSS REFERENCE TOOL**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHECK TYPE** | **IDENTITY** | | | **RIGHT TO WORK** | | **PVG/DISCLOSURE** | | |
| **DOCUMENTS** | Photo | Address | Non-Photo | List A [Permanent right to work in UK] | List B [Temporary right to work in the UK] | Group 1 [Primary] | Group2a [Trusted Government] | Group 2b [Financial and Social] |
| Current UK/EU/other nationalities passport |  |  |  |  |  |  |  |  |
| Current UK Biometric residence permit [BRP] card (A Sharecode will be required following any conditional offer of employment). |  |  |  |  |  |  |  |  |
| Current residence card [issued since 6 April 2015] |  |  |  |  |  |  |  |  |
| EU national ID card [valid] |  |  |  |  |  |  |  |  |
| The National Entitlement Card (NEC) is Scotland’s National Smartcard |  |  |  |  |  |  |  |  |
| Certificates of registration or naturalisation |  |  |  |  |  |  |  |  |
| UK full or provisional photo card driving licence |  |  |  |  |  |  |  |  |
| EU/other nationalities photo card driving licence [valid up to 12 months on entry to UK] |  |  |  |  |  |  |  |  |
| UK full old-style paper driving licence [old-style provisional licences are not acceptable] |  |  |  |  |  |  |  |  |
| Driving Licence (without photograph) |  |  |  |  |  |  |  |  |
| Application registration card [for asylum claimants] |  |  |  |  |  |  |  | With a Positive Verification Notice |
| Certificate of application, issued by the Home Office |  |  |  |  | Less than six months old |  |  |  |
| Positive Verification Notice |  |  |  |  |  |  |  |  |
| Work permit/residency permit [UK] valid to the expiry date |  |  |  |  |  |  |  |  |
| Current immigration status document |  |  |  |  |  |  | With an official document stating NIN and name |  |
| Identify cards carrying the PASS accreditation logo [UK and Channel Islands] |  |  |  |  |  |  |  |  |
| HM Armed Forces Identity card [UK] |  |  |  |  |  |  |  |  |
| Letter from head teacher or college principal [16-19 year olds] |  |  |  |  |  |  |  |  |
| Utility bill [gas, water, electricity or landline telephone] |  |  |  |  |  |  |  |  |
| Local authority tax statement i.e. council tax |  |  |  |  |  |  |  |  |
| Full old-style paper driving licences [not provisional] |  |  |  |  |  |  |  |  |
| HM Revenue and Customs tax notification |  |  |  |  |  |  |  |  |
| Financial statement [bank, building society or credit card] – UK and EEA only] |  |  |  |  |  |  |  |  |
| Bank of Building Society account opening letter |  |  |  |  |  |  |  |  |
| Credit union statement |  |  |  |  |  |  |  |  |
| Mortgage statement from a recognised lender [UK/EEA] |  |  |  |  |  |  |  |  |
| Financial statement i.e. pension or endowment |  |  |  |  |  |  |  |  |
| Local council rent card or tenancy agreement |  |  |  |  |  |  |  |  |
| Evidence of entitlement to DWP benefits i.e. child benefit, pension etc. |  |  |  |  |  |  |  |  |
| Benefit statement i.e. tax credits |  |  |  |  |  |  |  |  |
| Confirmation from an electoral register |  |  |  |  |  |  |  |  |
| Full birth certificate [UK and Channel Islands] |  |  |  |  |  |  |  |  |
| Full birth certificate issued by UK authorities overseas |  |  |  |  |  |  |  |  |
| Most recent HM Revenue and Customs tax notification i.e. assessment , statement of account, P45, P60 or notice or coding [UK and Channel Islands] |  |  |  |  |  |  |  |  |
| Adoption certificate [UK and Channel Islands] |  |  |  |  |  |  |  |  |
| Right of abode certificate |  |  |  |  |  |  |  |  |
| Marriage/civil partnership certificate |  |  |  |  |  |  |  |  |
| Gender recognition certificate |  |  |  |  |  |  |  |  |
| Deed poll certificate |  |  |  |  |  |  |  |  |
| Firearms certificate/licence [UK, Channel islands and Isle of Man] |  |  |  |  |  |  |  |  |
| Police registration document |  |  |  |  |  |  |  |  |
| Certificate of employment in the HM Forces [UK] |  |  |  |  |  |  |  |  |
| Local/central government agency or local council , giving entitlement such as the department for Work and Pensions, the Employment Service or HRMC |  |  |  |  |  |  |  |  |
| Letter of sponsorship from future employer |  |  |  |  |  |  |  |  |